



## Illinois Department of Corrections

### Administrative Directive

Number: <b>04.05.101</b>	Title: <b>Correspondence Courses</b>	Effective: <b>5/1/2021</b>
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Authorized by:	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
Supersedes:	04.05.101 effective 2/1/2020

<b>Authority:</b> 20 IAC 504 20 IAC 525	<b>Related ACA Standards:</b> 5-ACI-7B-01, 5-ACI-7D-01, 02, 04, 05, 09, 10
<b>Referenced Policies:</b> 02.42.105, 04.01.108, 04.01.114, 04.01.115, 05.10.110, 05.10.115, 05.10.120	<b>Referenced Forms:</b> DOC 0286 – Offender Request DOC 0296 – Offender Authorization for Payment

#### **I. POLICY**

The Department shall allow offender participation in correspondence courses in accordance with the provisions established herein.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to provide guidelines for staff regarding offender participation in correspondence courses.

##### **B. Applicability**

This directive is applicable to all correctional facilities within the Department.

##### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

##### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. Definition**

Correspondence Course – means a text-based distance learning program provided by an outside entity designed to increase knowledge or gain credit in areas including, but not limited to, independent study, high school diploma, accredited college courses, language courses and vocational courses. For the purposes of this directive, correspondence courses shall not include non-academic subject areas including Bible study and self-improvement.

Proctor – a person or persons designated to oversee examinations.

##### **F. Requirements**

Except as provided in Department Rule 525.120, offenders may correspond via U.S. mail with persons outside of the facility without prior approval of the Chief Administrative Officer.

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**G. General Provisions**

1. Except as otherwise provided herein, Department resources including staff, finances, equipment and supplies shall not be utilized for the registration or completion of correspondence courses.
2. Offenders shall be notified of the procedures for making outside purchases during orientation to the facility.
3. Offenders shall be responsible for all costs associated with correspondence courses including course fees and postage.
4. Requests for payment for correspondence courses and postage for outgoing mail shall be submitted on the Offender Authorization for Payment, DOC 0296, and shall be processed in accordance with Administrative Directive 02.42.105.
5. Incoming mail shall be processed in accordance with Department Rule 525.
  - a. All mail shall be delivered to offenders as expeditiously as possible.
  - b. Any course material determined questionable shall be forwarded to the Publication Review Officer in accordance with Administrative Directive 04.01.108.
  - c. Denial of publications may be grieved in accordance with 20 Ill. Adm. Code 504 and Administrative Directives 04.01.114 and 04.01.115.
6. The number of allowable publications an offender may possess shall be in accordance with Administrative Directive 05.10.110, 05.10.115 or 05.10.120, as applicable.
7. When an offender is transferred to another facility, incoming mail for correspondence courses shall be forwarded to the offender as quickly as possible.
8. Requests for proctors shall be submitted on an Offender Request, DOC 0286, to the Assistant Warden of Programs who shall process the request. Factors such as availability of volunteers shall be considered.

**NOTE:** In accordance with Paragraph II.G.1., staff shall not serve as volunteers while on duty.

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